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| <b>SOUTHWEST FIRE ACADEMY</b>  |   | <b>POLICY 400-008</b> |  |
| <b>POLICY</b>  | <b>SECTION:</b> 400 - Student             |                       |  |
|  | <b>TITLE:</b> Student Grade Release       |                       |  |
|  | <b>Date Approved:</b><br>January 15, 2016 |                       | <b>Revision Dates:</b><br>June 1, 2016 |
| <b>Subject:</b><br>Use of Personal Information - Students  |   |                       |  |
| <b>Scope:</b><br>This policy applies to all students of the Southwest Fire Academy   |   |                       |  |
| <b>Purpose:</b><br>To establish a policy for refund in accordance with the Private Career Colleges Act, 2005 governing the use of students private information   |   |                       |  |
| <b>Procedure:</b><br>All student records shall be released only to the following persons or agencies: <ul style="list-style-type: none"> <li><input type="checkbox"/> Records and Administration</li> <li><input type="checkbox"/> The student</li> <li><input type="checkbox"/> The employer of the student if a release form has been signed by the student</li> </ul> |   |                       |  |
| <b>References:</b> <ul style="list-style-type: none"> <li>• The ProBoard</li> </ul>  |   |                       |  |
| <b>Notes:</b>  |   |                       |  |